VILLAGE OF FLOWER HILL
1 Bonnie Heights Road | Manhasset, NY 11030
| (516) 627-5000 | www.villageflowerhill.gov

MISCELLANEOUS PERMIT APPLICATION CHECKLISTS

BUSINESS SIGNS:

- ☐ Submit a Miscellaneous Permit Application.
- ☐ Current photos of the property and proposed sign location.
- ☐ Survey, site plan or clear scaled location plan showing proposed sign location and its relationship to the building, property lines and street, as applicable.
- ☐ Drawing/rendering showing sign wording/design, dimensions, total sign area, materials and color.
- ☐ For a building mounted sign, show exact location and mounting height on an elevation or marked photo.
- ☐ On "Description of Work", state whether sign is temporary or permanent and if it replaces an existing sign.
- ☐ If illuminated, identify the type of illumination and provide applicable electrical information/approval.
- ☐ Insurance – For required coverages see "Insurance Requirements for Obtaining Permit attached to Building Permit Application
    a. ____General Liability (Accord Form) with Village of Flower Hill named as Additional Insured
    b. ____Worker's Compensation (C-105.2 Form)
    c. ____Disability Insurance (DB 120.1 or DB155 Form)
    d. ____Nassau County Home Improvement License Insurance

    ➢ *All required insurance documentation must be submitted and approved before a permit is issued.*

- ☐ Fee $250 plus $10 per square foot ($300 minimum). Include window signs in calculation. Includes
- ☐ **NOTE:** ALL SIGNS MUST BE APPROVED BY THE ARC

USE OF VILLAGE FACILITIES

- ☐ Submit a Miscellaneous Permit Application
- ☐ Requested facility, date(s), event start/end times and setup/breakdown times.
- ☐ Organization name, if applicable, and contact information for the person in charge.
- ☐ Nature and purpose of the event and estimated group size.
- ☐ State whether admission will be charged and whether food will be served.
- ☐ List any special requests, equipment, electricity, restroom access, tents, vendors, amplified sound or other event features.
- ☐ Insurance:
    a. **Vendors:** Must provide liability (with Village of Flower Hill named as Additional Insured", worker's Compensation C-105.2 Form), Disability (DB 120.1 or DB155 Form)
    b. **Homeowner:** Must provide the Declarations page of Homeowners Policy and a signed Hold Harmless (provided by the Village)

The Board of Trustees reserves the right to require alternative liability limits when applicable.

- ☐ Fee $50 per hour

    ➢ Weekdays only
    ➢ No later than 6:00 pm

BLOCK PARTY

- ☐ Submit a Miscellaneous Permit Application
- ☐ State: __event date, __start and end time, __rain date, if applicable, __ exact street segment requested (include nearest cross streets or house number limits.
- ☐ Identify any tents, tables, entertainment, amplified sound, food service vendors or other activities planned in the street.
- ☐ Notification: Notification must be made to every home on the street. The notification must include the Block Party details and must include a contact number for a responsible party/sponsor of party. *A copy of the letter must be attached to the application.*
- ☐ Notification must be made to the 6th Precinct (516-573-6600)
- ☐ Insurance:
    a. **Vendors:** Must provide liability (with Village of Flower Hill named as Additional Insured", worker's Compensation C-105.2 Form), Disability (DB 120.1 or DB155 Form)
    b. **Homeowner:** Must provide the Declarations page of Homeowners Policy and a signed Hold Harmless (provided by the Village)
- ☐ Fee: $25

  - Party must end by 10:00 pm.
  - Emergency access must be maintained at all times. Barricades or traffic control devices can be provided by the Village upon request. A separate $250 refundable deposit check, payable to the Village of Flower Hill, is required if Village barricades are requested. The deposit will be returned when the barricades are returned.

DUMPSTER:

- ☐ Submit a Miscellaneous Permit Application.
- ☐ Fee $75. One (1) month maximum.

  - *A separate dumpster permit is not required when dumpster is associated with an active Building Permit.*
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POD/TEMPORARY STORAGE CONTAINER:

- ☐ Submit a Miscellaneous Permit Application.
- ☐ Fee $100. One (1) month maximum.

  - *A separate POD/Storage Container permit is not required when associated with an active Building Permit.*

PERMITS MUST BE RECEIVED BEFORE PROJECT, PLACEMENT OR ACTIVITY MAY BEGIN

HOURS OF WORK: MONDAY – FRIDAY 8:00 AM – 6:00 PM
NO CONSTRUCTION WORK ON SATURDAY, SUNDAY OR FEDERAL HOLIDAYS

MISC. PERMIT APPLICATION

DATE…….

TYPE OF PERMIT:

☐ **SIGN**

☐ **POD/STORAGE CONTAINER**

☐ **BLOCK PARTY**

☐ **USE OF FACILITIES**

☐ **DUMPSTER**

☐ **OTHER MISC.: _____**

Name……Telephone #.....

Address…….

Section…… Block…… Lot……. Email …….

SPECIFICATION/DESCRIPTION OF WORK:

LOCATION: (Show work to be done below. For fence, provide survey with location of fence.)

Estimated Cost……..

Builder/Contractor…… Phone #……

Address…….. Email …….

Include with this application: Contractor's insurances (liability, worker's comp & disability certificates w/ Village of Flower Hill as certificate holder) & Nassau Consumer Affairs License

I hereby declare that I am the Owner/ Agent of Owner and have authority to file this application and that all statements made herein are true to the best of my knowledge and belief.

Signature……..

Print Name……...

---------- DO NOT WRITE BELOW THIS LINE----------

Fee Paid_____ (see fee schedule for calculations)

Approved on ---------- By:----------Permit to expire----------